REQUIREMENTS FOR ELECTRONIC W-2 FILING

NOTE: **THE CITY OF LANSING REQUIRES ALL EMPLOYERS THAT HAVE 50 OR MORE EMPLOYEES FILE THEIR W2(s) BY ELECTRONIC MEDIA. IF YOU DO NOT COMPLY WITH THE REQUIREMENTS YOUR INFORMATION WILL BE RETURNED TO YOU SO PLEASE READ CAREFULLY.**

LOCAL ENTITY CODES
Use the following entity codes for Lansing Michigan

LANSING	LAN

REQUIRED:
Local information is not a requirement for the federal government **but it is a requirement for Lansing reporting.** Please include the RS records or talk to your programmer about including RS records for employees who are or were residents of the City of Lansing or non-residents who worked in the City of Lansing. **The RS record MUST be included. This record provides locality information; the codes used by other progrmas are meaningless to the City of Lansing. If this data is not included, your information will be returned.**

The entity code MUST be included. The entity code signifies the locality name that you withheld for. We can not give your employees credit for their withholding if you do not designate Lansing as the locality. See a listing of local entity codes in these instructions.

NOTE: **IF THE LOCAL ENTITY CODE IS NOT INCLUDED, YOUR INFORMATION WILL BE RETURNED.**

The City of Lansing is accepting electronic filing for W2 statements. Please include the LW3 Reconciliation form along with the disk, as detailed in the instructions listed below.

There are two acceptable formats when electronic filing for the City of Lansing:
- Federal Filing Format—MMREF-1
- CityTax Proprietary Format—CTP

1. **Acceptable media:** Data is to be submitted either CD-ROM or email. The file <u>must</u> be named **W2REPORT.** The file name W2REPORT must be in the root directory.
2. If using the alternate CityTax Proprietary format **a file extension of .csv must be attached to the file.**
3. If more than one file of W-2 information is being submitted each file must be named as follows: W2REPORT1, W2REPORT2, and W2REPORT3…
4. Email your report to withholding@ci.lansing.mi.us   please include in the subject line: W2report and FIN #. Attach the W2 report and LW3 report.

Federal Filing Format – MMREF-1
Information about the Federal MMREF format is available on the Social Security Administration website at: www.ssa.gov/employer

CityTax Proprietary Format (CTP)
This is a simple format for a single employer. It may be created using Microsoft Excel; and should be in a Comma Delimited format. Details are listed on the following page.

<u>**Submitting W2(s) Electronically**</u>

Important: The RS record **MUST** be included. Please provide only local tax information for the City of Lansing.

The following table lists critical fields

		MMREF-1	CTP
Local Entity	Record	RS	CTW
	Start Position	5	12
	Length	5	--
	Value	**LAN**	**LAN**
Local Withholding	Record	RS	CTW
	Start Position	320	13
	Length	11	--
Local Taxable	Record	RS	CTW
	Start Position	309	11
	Length	11	--

CityTax Proprietary Format (CTP)
- All text must be in upper case.
- If leading zeros on a Social Security Number or Zip code does not show, this is all right.
- All dollar amounts should be entered as a normal number with a decimal point, such as 5100.50.
- Do not leave blank lines between information.

Using Excel to Submit W2s electronically

1. Open a new spreadsheet.
2. To start, enter the employer information on the first line, as indicated below; entering one value per column. The letter shown at the start of each line must match the letter at the top of the Column in Excel. Skip the column if blank. Insure all entries are upper case.
3. For each employee, starting on line 2, column (A) and entering one field per column.
4. To save your file, click on "File", then "Save-As". Enter the file name: W2REPORT. From the drop-down list in "Save As Type" select, "CSV (Command Delimited)(*.csv) and click on the save button.
4. Copy this file to a CD or diskette.

First Line: Employer
A. CTE   text exactly as shown
B. Employer FEIN or TaxID   9 digits no spaces or punctuation
C. TaxYear   4 digits
D. Employer name
E. Corporate   C if a corporation, blank otherwise
F. Employer street address   No commas
G. Employer City
H. Employer State   2 characters
I. Employer Zipcode   5 digits (or 6 characters if foreign country)
J. Employer Plus4   4 digits

Remaining Lines: One per Employee
A. CTW   text exactly as shown
B. Employee SSN   9 digits no spaces or punctuation
C. Employee Last Name
D. Employee First Name
E. Employee Middle Name
F. Employee Street address   No commas
G. Employee City
H. Employee State   2 characters
I. Employee Zip code   5 digits (or 6 characters if foreign country)
J. Employee Plus4   4 digits
K. Federal Wages   Box 1
L. Local Entity Code   See table above
M. Local Withholding   Entered as normal number with decimal point
N. Social Security Wages   Box 3
O. Medicare Wages   Box 5
P. Local Wages   Box 18
Q. Total Deferred   Included in Box 12

How to submit your Information

Mail the file to: **Lansing Income Tax Division**
                               Withholding
                               124 W. Michigan Avenue 1ˢᵗ Floor
                               Lansing MI 48933

The following is a listing of entity codes for Michigan Cities:

Albion	ALB	Highland Park	HP	Pontiac	PNT
Battle Creek	BC	Hudson	HUD	Port Huron	PH
Big Rapids	BR	Ionia	ION	Portland	POR
Detroit	DET	Jackson	JAC	Saginaw	SAG

Flint	FL	**LANSING**	**LAN**	Springfield	SPR
Grand Rapids	GR	Lapeer	LAP	Walker	WALK
Grayling	GRA	Muskegon	MKG	Muskegon Heights	MH
Hamtramck	HAM				